LANL Science & Technology Base (STB) Program

Integrated Safety & Security Management Plan

OVERVIEW

This document describes the STB Program Integrated Safety & Security Management Plan including:

All STB Program Office employees, contractors, students, and guests are expected to follow the five (5) core functions of Integrated Safety & Security Management (ISSM):
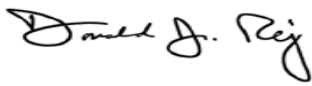
1. *Define the work.*

2. *Identify and evaluate any hazards and risks.*

3. *Develop and implement necessary controls.*

4. *Perform the work safely and securely.*

5. *Provide feedback and input for continuous improvement.*

In doing so they are expected to:

- Ensure that they are authorized to perform their work;
- Ensure that they are trained to perform their work;
- Use established controls in the conduct of work
- Provide safety feedback to their supervisors

PROGRAM OFFICE SAFETY & SECURITY POLICY

> We will *never* compromise safety or security for operational needs. STB Program Office is committed to performing work in a manner that ensures protection of the workers, the public, and the environment. Protecting the workers, the public, and the environment is a direct and individual responsibility of all our managers and employees, including contractors, students, and guests. Funds will be applied as necessary to ensure that all work is conducted safely & securely, and in an environmentally conscientious manner. Only work conducted in this way will be supported.

Approved: _____ 1/18/2005
                                                              Date

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PROGRAM OFFICE & SECURITY GOALS

STB Program Office is committed to developing a true safe & secure work culture in the workforce that is broad based, informed, and cost effective. It will tap the ingenuity of our entire workforce. Our overall goal is to support the safe conduct of work by promoting safe behavior. We define "safe conduct" to mean competence in health, safety, environment compliance, and security. As a program office, STB has established the following five (5) goals:

1. *Our entire workforce will be included in addressing issues.*

2. *Management will ensure that resources are made available to fix known problems.*

3. *All STB personnel will strive for an environment where everyone exhibits safe behavior.*

4. *We will track our performance with the objective of decreasing unsafe behavior.*

5. *We will work with the LANL HR Training & Development group, the LANL Diversified Facility Group (FMU-3) and Los Alamos Public schools (our landlords), and the Laboratory to develop institutional solutions to safety and security issues.*

MANAGEMENT COMMITMENT

<u>The Program Director</u> will:

- establish clear expectations for safe conduct in all aspects of our operations and know those expectations are being met;
- model the correct safe behavior in his or her own activities;
- chair the Program Office Nested Safety & Security Meetings
- be knowledgeable of STB Program Office performance, recognizing both good and problematic practices;
- ensure that Facility-Tenant Agreements are in place;
- hold all line managers accountable in demonstrating a strong, genuine, continuous, and personal commitment to ES&H and security excellence;

<u>Group/Program Leaders</u> will:

- model the correct safe behavior in their own activities;
- assure that hazard identification and risk analyses are performed as the basis for determining what hazard controls are needed;
- authorize work and workers in their organization;
- assure that workers under group supervision are informed of the specific Laboratory requirements applicable to their work

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- maintain a working liaison with the facility manager and landlord in support of both facility/tenant agreements and the facility safety plan;
- hold workers accountable;
- actively participate in the investigation of any group incident and accident, defining corrective actions, and tracking performance trends;
- respond to employee ES&H and security concerns in a timely manner. As a guideline: for non-emergency situations, an acknowledgment should be sent within 3 working days, followed by an action plan (using a graded approach) within 30 days; the plan should be tracked, resources made available, and brought to closure;
- assure that issues identified in walkarounds are brought to closure in a timely manner and that any needed corrective action is taken;
- chair group nested safety and security committees;
- assure that an annual review of training status for group personnel is performed;
- assure that hazard control plans and integrated work documentation when applicable, are complete and communicate requirements clearly to affected personnel;
- ensure compliance with Facility-Tenant Agreements;
- expect team leaders and other supervisors to exhibit comparable leadership and behavior with their subordinates;

The Program Office Operations Officer will:
- be a resource on ES&H and operational security issues and contacts and provide guidance to the Program Office;
- participate in investigation of group incidents and accidents, defining corrective actions, and tracking performance trends for the Program Office;
- actively participate in the resolution of outstanding concerns;

The STB Executive Office Administrator will:
- serve as the STB Division Training Generalist;
- provide overall day-to-day coordination of division ES&H and security activities, ensuring that our activities are conducted in accordance with LANL and Program Office policies;
- prioritize incoming requirements from the Laboratory relative to real safety and security issues and important compliance metrics;
- work with STB Program Office management and Operations Officer to help identify safe-work training needs for the division, and maintenance of training records;
- compile injury, illness, and security infraction statistics and communicate information to the Program Office on a quarterly basis;
- review and maintain division records, including this document.

The STB OCSR (Organizational Computer Security Representative) will:
- Complete required training as part of the OCSR training plan.
- Ensure that all system users and management are adequately trained in their cyber security responsibilities.

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- Maintain information, both current and historical, on users and computer resources.
- Assist users, managers, and system administrators in the use of the on-line computer registration process. Ensure all LANL users are registered and have their responsibility acknowledgment and protection profile readily available.
- Read and be knowledgeable of the LANL Protection Program Plan for Unclassified Electronic Information and the LANL Unclassified Network Security Plan.
- Be aware of the levels of protection (protection regimes) for the information processed within the organization and the protection requirements for that level of data/information.
- Validate that system administrators are knowledgeable of the LANL Unclassified Network Security Plan requirements, the associated IA standards, are current with the CCN System and Device registration, are installing patches as appropriate, and are responding to the systems vulnerabilities indicated by the LANL central scanning facility.
- Verify that users are knowledgeable of their cyber security responsibilities and are following the protection measures outlined in their Computer Security Profile.
- Validate that all users have the approved warning banners properly displayed at their monitors if they are not available electronically.
- Assure that all peripheral communications are installed per established Laboratory guidelines.
- Conduct initial investigation of and report all computer security incidents to the Cyber Security Team.
- Verify that all stand-alone classified security plans are complete and that all security measures involving the processing of classified information on stand-alone computer systems are being implemented and followed. Ensure that all users of classified stand-alone computer systems are adequately briefed on their responsibilities toward classified computing.
- Participate in internal and external inspections, audits, surveys, etc., and respond to findings and/or recommendations.

INJURY & INCIDENT INVESTIGATION

Investigation of incidents should strengthen the preventative portions of our safety management program. STB Program Office Managers are expected to participate in the following ways:

- Managers will be involved in the investigation of group incidents and accidents, including occurrence reporting, accident investigations, medical injury/illness reporting, defining corrective actions, and tracking performance trends.

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- The Program Director discusses with senior LANL management the causality and corrective actions promptly following lost workday cases.
- The STB Executive Office Administrator communicates OSHA total recordable cases (TRC) and days away from restricted work activity and/or job transfer (DART) to the Program Director.
- Please reference Appendix – *"STB Abnormal Event Initial Notification Plan"*.

WORKING SAFELY

STB Program Office conducts work using the safe-work-practice formalism. Facility work (*i.e.,* work effecting buildings, utilities, and grounds) is the responsibility of the Facility Management Unit and Landlord and all such type work requests must be routed through the building manager. The following management structure and process support safe work performance:

- Supervisors review control plans and work documents annually to re-authorize workers. Changes are reviewed and training requirements validated. Using EDS, the supervisor is able to ensure that the required training for performing work has been met.
- STB Group Leaders and Program Managers perform annual review of worker training records and report results to the STB Program Office Management.
- STB managers ensure that all workers and supervisors understand the safety-responsible line management chain for their work, and that they are informed of LANL requirements applicable to their work. They also reinforce with all workers that they have the responsibility and authority to stop work that is deemed unsafe, and assist to resolve the unsafe condition before continuing work.

ASSESSING & IMPROVING PERFORMANCE

Self-assessment results are used to evaluate the effectiveness of the STB's safety management structure and processes, and continually improve performance. All STB managers will participate in the management walk-around (MWA) program

- During MWAs we compare the actual work performed with that authorized.
- Group ES&H self-assessments are conducted quarterly:
  - ➤ Compliance
  - ➤ Division Requirements
  - ➤ Training records
  - ➤ TRCs and DART, environmental incidents,
  - ➤ Other Appendix F performance data

- Division-level managers are expected to encourage employees and visitors to evaluate each day's activities, any problems, concerns, changes, observations, improvements offered, ideas to improve, etc.

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- Quarterly, the Program Office will review TRCs, DART, security, and environmental incidents. As a Program Office we are committed to improving our safety behavior and not to punish.
- The STB Managers of the workers involved in incidents meet to discuss the serious nature of the event and how to prevent an incident from recurring.
- The STB Program Director discusses with senior management at the Laboratory the causality and corrective actions promptly following any lost workday cases.

NESTED SAFETY MEETINGS

- All STB employees will participate in nested safety & security committees which enable management commitment, and communication of safety and security between every employee and the Laboratory Director. Topics in Nested Committee meetings should include:
  - Review performance metrics, incidents, disability status
  - Walkaround findings, follow-up and closure
  - Self-assessment findings, follow-up and closure
  - Incident reviews and process quality oversight
  - Hazard identification and control planning
  - Work process problems, needs, proposed solutions and upward communications
  - System and standard development
  - Subcommittee reports
  - ESH & security professional reports
  - Items for communications

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APPENDIX
Abnormal Event Initial Notification Plan

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1. Introduction:

The Laboratory performs many complex functions that present the opportunity for many different types of abnormal events. These events can range from potentially life-threatening emergencies, such as a fire or explosion, to relatively minor incidents, such as a non-life-threatening occupational injury or illness. A Laboratory Implementation Requirement (LIR) 402-130-01.0, "Abnormal Events," http://labreq.lanl.gov/labreq/labreq.nsf/0/DCEA8500D0C3519287256DE3004D3C8E/ $File/lir40213001.pdf has been developed by the Laboratory to provide the required method for reporting abnormal events.

This STB plan implements the requirements of the LIR. A flow chart aid (http://labreq.lanl.gov/labreq/labreq.nsf/0/DCEA8500D0C3519287256DE3004D3C8E /$File/lir40213001.pdf) presents the general reporting requirements. (LIR) 402-130-01.0, "Abnormal Events," supersedes several previous documents and is effective immediately. This plan addresses only the <u>initial</u> notification requirements. The LIR should be consulted for appropriate follow-up actions.

> *Note: **Immediate actions required to mitigate an event shall take precedence over notification requirements***.

2. Definitions:

2.1. <u>Abnormal Event</u>—A real-time event that adversely affects workers, the public, property, or the environment. Examples include, but are not limited to:

2.1.1. Vehicle accident/incident resulting in damage to the vehicles involved and/or personnel injury;

2.1.2. Occupational injury/illness;

2.1.3. Fire/explosion;

2.1.4. Radiological or hazardous material spill;

2.1.5. Loss of process ventilation that results in a spread of radiological or hazardous contamination;

2.1.6. Natural phenomena (flooding, severe weather, forest fire);

2.1.7. Procedural/regulatory violation (violations of DOT regulations);

2.1.8. Property damage that is not security-related (damage that results in a claim against the Laboratory; or,

2.1.9. Damage caused by fire, contaminated personal clothing, DOE recordable levels as defined in Section 6.2.3 of (LIR) 402-130-01.0, "Abnormal Events.

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    2.2. <u>Significant Abnormal Event</u>—An abnormal event that:

        2.2.1. Is an occupational injury/illness that requires emergency transport,

        2.2.2. Causes major damage to a facility,

        2.2.3. Results in a reportable environmental release,

        2.2.4. Results in a facility shutdown or stand down, or

        2.2.5. Is otherwise considered significant by the safety and environment responsible line manager.

3. **Initial Reporting Action Plan:** Upon occurrence of an abnormal event,

    3.1. <u>The worker will</u>:

        3.1.1. For emergencies, call 911.

        3.1.2. For non-emergencies:

- Call your Team Leader, Group Leader, or other line manager; and,
- Call Facility Management FMU-3 Group Office 665-2272. (If FM is not available call EMR at 667-6211)

    3.2. <u>If the event qualifies as a Significant Abnormal Event, the following actions should be performed</u>:

        3.2.1. Within 30 minutes of notification by the worker, the Team Leader, Group Leader, or line manager will notify the Program Office by directly contacting (not by e-mail):

            Don Rej   665-1883 or 667-7978 (W) or 699-0446 (cell) or 672-3051 (H)

        3.2.2. Within 30 minutes of notification by the Line Manager / Supervisor, the Division Office will:

- Notify each of the following:

    <u>FM</u>: Ken Schlindwein 665-2272

    <u>Building Manager</u>:
    Jim Dalton 665-4343 (W) or 664-2454 (Pager) or
    699-0980 (cell) or After Hours/Weekends Emergency Pager 996-3000

    <u>Associate Director of Strategic Research Office</u>:
    Micheline Devaurs 667-8597 and Ross Lemons 667-8597

- Send an E-mail notification to <u>event@lanl.gov</u>. (This notifies the SET, DOE Los Alamos, and Community External Relations Director.)